



# CPE Writing Critique and Correction

## Details

Name: (—————)  
Writing Task: (Report)  
Submitted: (7/7/18)  
Marked: (8/7/18)

## Instructions

Your submitted piece of writing appears on Page 3, with mistakes indicated using the codes below. We suggest you:

- 1) read through your work on Page 3 and try to correct the mistakes using the marking codes below.
- 2) when you have corrected as much as you can turn to page 4 and compare your corrections with our own.
- 3) finally read our feedback on page 5.

## Marking Codes

- ^ Word or words missing
- ? Don't understand
- - Omit word
- C Capitalization error
- Gd Good use of English
- O Organisation lapse
- P Punctuation
- PE Poorly expressed/unclear
- R Register
- S Spelling
- SS Sentence structure issue
- T Tip (Not a mistake but a more advanced way of expressing something)
- VF Verb form
- WF Wrong form
- WO Word order
- WT Wrong tense
- WW Wrong word

## Writing Task

Writing Paper: Part 2

Task type: Report

You have recently attended a training course and as part of the evaluation of it all participants have been asked to write a report giving their views:

Please give us your feedback to help us monitor the success of our training courses and to help us determine what changes we could make in the future.

We would appreciate your views on any aspect of the course which you liked or didn't like, including these points:

- suitability of training course objectives
- presenter's knowledge and presentation style
- recommendations to improve the course

Write the report for the training manager. (around 280 - 320 words)

## Feedback: Indicated Mistakes

The purpose of this report is to give my feedback on the two-day course I attended last week. It covered different aspects of First Aid and how to respond to emergencies. I also would (WO) like to make some suggestions about how the course could be improved for the future. (Gd)

The objective of this course was that we, (^) teachers (WF) staff (P) learned skills for emergency First Aid in our workplace. In my opinion the course objectives were not suitable at all, because they did not relate to our needs. For example, our presenter explained (^) us how to do a CPR on adults, but not on children.

The presenter was very kind and gave us very clear explanations. Furthermore, she made us perform in groups, role-playing an (-) emergency situations, to ensure that we knew how to act and what to say. (P/SS) For example when calling for help or how to bandage different parts of the body. This was really interesting and useful.

If I had one complaint about the presenter it would be about (T, WW) all the information she gave us about CPR. Apart from having it all written in or (S) training manual, it is not a procedure that we are going to carry out, us (S) our students are usually driven to hospital, (P) when they don't feel well, as well as, (P) when they have a big cut. (T) Obviously, procedures like CPR can be used in any circumstance and are very useful skills to have for live (WF) in general.

My recommendations to improve the course for other editions (WW) would we (S) to teach us how to control bleeding or how to clean cuts, which is something that we have to deal with, (P) almost every day and we sometimes don't know how to cope (WW) with them correctly. This would be undoubtedly (WO) very useful for us.

All in all, I would like to thank the presenter for having given us this satisfactory course. I believe that this Basic Life Support training is essential for all employees. In addition, this training will make the workplace a safer place for everyone. (Gd)

## Feedback: Corrected Mistakes

### Introduction

The purpose of this report is to give my feedback on the two-day course I attended last week. It covered different aspects of First Aid and how to respond to emergencies. I **would also** like to make some suggestions about how the course could be improved for the future.

### Training Objectives

The objective of this course was that we, **the teaching** staff, learned skills for emergency First Aid in our workplace. In my opinion the course objectives were not suitable at all, because they didn't relate to our needs. For example, our presenter **explained to us/explained** how to do a CPR on adults, but not on children.

### The Presenter

The presenter was very kind and gave us very clear explanations. Furthermore, she made us perform in groups, role-playing emergency situations, to ensure that we knew how to act and what to say, for example when calling for help or how to bandage different parts of the body. This was really interesting and useful.

If I had one complaint about the presenter it would **concern** the information she gave us about CPR. Apart from having it all written in **our** training manual, it is not a procedure that we are going to carry out, **as** our students are usually driven to hospital when they don't feel well, as well as when they **have a serious cut/injury**. Obviously, procedures like CPR can be used in any circumstance and are very useful skills to have for **life** in general.

### Recommendations

My recommendations to improve the course for other **sessions** would **be** to teach us how to control bleeding or how to clean cuts, which is something that we have to deal with almost every day and we sometimes don't know how to **deal with/treat** them correctly. This would **undoubtedly be** very useful for us.

### Conclusion

All in all, I would like to thank the presenter for having given us this satisfactory course. I believe that this Basic Life Support training is essential for all employees. In addition, this training will make the workplace a safer place for everyone.

## Feedback: Summary

This work **IS** at the standard we would expect from a student preparing for the CPE exam. To maximize your chances of getting a good grade you should work on the following areas:

- **You must** no serious repeated errors to comment on.
- **You should** make a note of the points listed below.
- **You could:** read your work out loud to check you aren't overusing commas.

## General Feedback (according to CPE marking criteria)

### Content

All content is relevant to the task. You have addressed the suitability of the training course, the course objectives, you have commented on the presenter's knowledge and presentation style and offered recommendations to improve the course. This is therefore a full answer to the question.

### Communicative Achievement

A good command of the conventions of a report is demonstrated, though see 'Organisation' below regarding section headings. Ideas are communicated in a clear and effective way. The register (level of formality) is just about right for the intended audience.

### Organisation

The report is a well organised, coherent whole, using a wide range of cohesive devices and organisational patterns. I suggest using headings in a report. They aren't absolutely necessary but they show the examiner you're aware of the difference between this type of task and other formal texts.

### Language

In general, good use of general vocabulary. A range of simple and occasionally more complex grammatical forms. Some basic grammatical and lexical errors are present but did not impede communication. However, these will cost you marks in the exam. A few points to make a note of:

- 'explain' is either followed by to + object or a clause.
- It is 'teaching staff' because you need an adjective when using the word with 'staff'.
- I changed 'be about' to 'concern' to avoid repeating 'about' in close proximity. Avoid repetition in your writing. This will improve the style and also show your breadth of vocabulary.
- 'editions' are used to describe magazines.
- Try reading your work out loud to check your punctuation. On a couple of occasions you used commas when they shouldn't have been used.

Well done!